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ABSTRACT

This newsletter provides current information on the state of learning resources centers and libraries in California community colleges. The October 1996 issue provides the LRACCC's annual report for 1995-96, describing the Association's membership, publications, budget, and activities for the year. This issue also includes newsbriefs from 12 community colleges describing events and changes at the colleges' libraries and learning resources centers. The February 1997 issue presents "A Short and Easy Intro to the Internet," by Russell Fischer, providing basic information on the Internet related to getting connected, available services, useful tools, and potential uses. The May 1997 issue presents "Moving from Surfing to Searching: Time-Saving Tools and Strategies," by Brenda Jones, Jan Naumer, and Linda Winters, describing technical tips, search strategies, and time-saving software for navigating the Internet. This issue also presents a map of the multi-agency library managed by the College of the Desert and Palm Desert Public Library and newsbriefs from eight colleges. Each issue also includes lists of members and corporate partners, a calendar of events, and announcements of LRACCC publications. (BCY)

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Intercom: Newsletter of the Learning Resources Association of the California Community Colleges

Volume 32, Numbers 1-3
October 1996, February 1997, May 1997

Jan Naumer
Editor

Learning Resources Association of California Community Colleges
Suisun City, CA

JC 970 364

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Newsletter of the Learning Resources Association of the California Community Colleges

INTERCOM

VOLUME 32, NUMBER 1 OCTOBER 1996

CCCs Lose a Leader: Ohlone's Hans Larsen

His many friends and professional colleagues were saddened and diminished by the sudden death of Hans L. Larsen, of a heart attack, on September 3, 1996. Assistant Dean of Learning Resources at Ohlone College, where he had been employed since September 18, 1972, Hans served as president of LRACCC from 1979-1983.

Among his many accomplishments: Started the Ohlone television program in 1973-74, elected to represent community colleges on the Advisory Council of CLASS in 1977, served on the building committee for the Northern Regional Library Facility in 1979, and was appointed by the Fremont City Council to begin planning for a new Alameda County Library in 1980. Also in the 1980's, Administrator for the English and Speech departments for eight years, Grants Coordinator for the college, and a member of the State Librarian's Task Force for developing strategy for service in the 80's. In the 90's, he extended library resources to Ohlone's Newark Center.

Before accepting the position at Ohlone, he was a Librarian at Long Beach City College, and, previous to that, he served as Head Librarian and Media Center Director and taught in California high schools. He earned an A.A. degree from Santa Rosa Junior College, B.A. from the University of California, Berkeley, and an M.A. in Library Services from North Texas State University.

Internet Workshops: See Events Calendar

Library is Technology Hub (Photo by Kristin Rabe, Media Services Mgr.)

New Library/Community Technology Center Serves Bakersfield College and Kern District

by
Claire J. Larsen
Dean of Library Services and Facilities Planning

In the midst of building the new library building, it was decided that the Technology Center would serve the entire district and existing personnel, information technology, telephone communications, and audio visual staff were assigned to the center. A number of additional hires were made and the new library/community technology center is now a focus for technology for the entire Kern Community College District (KCCD).

Technology includes fibre optics to the desk top, digital video, ATM network, CD-ROM servers, Internet on all 300 computers in the building, a state-of-the-art television studio, distance learning classroom, staff multimedia development lab, and computer training classrooms. Internet access is now being expanded to all networked computers on the campus.

Contractors, information technology and library staff worked many overtime hours to meet the deadlines. On August 16, 1996, a staff development day was held featuring the new building. After a great multimedia presentation by President Richard L. Wright, staff were divided into groups and were given orientations to the Library, Internet, Computer Commons, TV Studio, Distance Learning, and Media Development. The following Monday, the building opened for students and the community.

Although, as with all new technology installations, there have been glitches, the problems are being solved and there is a feeling that a real milestone has been achieved. Additional monies have been earmarked with a goal of having a minimum of 486 (but mostly Pentium) computers on every full-time faculty member's desk. Improved campus cabling is also planned.

(continued on page 6)

President's Column

A new academic year is beginning and your Learning Resources Association has already planned some stimulating activities and is in the process of planning others. One of the most noteworthy this year is a series of Internet workshops that will range from basic to advanced. Please see the specific information on these in the Events Calendar, page 8. Henry Burnett, Don Kirkorian and Jan Keller deserve much credit for arranging these quality professional growth activities.

Another meaningful development is the creation of LRACCC's own Web page. LRACCC's address is www.lraccc.org. Melissa Green, LRACCC Board Member and Educational Media Specialist at Cosumnes River College, receives a round of applause for leading the way on this effort.

Finally, LRACCC has a surprise in store for you. The next national Learning Resources Conference, scheduled to take place in Georgia in Spring 1997 will be held in Los Angeles in Fall 1997 instead! Because of personnel changes amongst the Georgia staff, they were unable to continue. Our very own LRACCC Board member, Ray Roney, Dean of Instructional Services at El Camino College, stepped up to the plate to pinch hit by offering his services and that of his college to host the conference. Jan Keller and Jan Naumer are ably assisting in program planning. The LRACCC Board is pleased to have this conference move on this occasion to southern California where so many LRACCC members will be able to take advantage of a wonderful professional and social experience. Southern California Learning Resources professionals, we are counting on you to attend in record-breaking numbers!

In closing this first column of the year, I would just like to express my gratitude to the LRACCC Board for being so supportive through some difficult times for me last year. Special thanks to Don Kirkorian, LRACCC Executive Director, for effectively carrying out my responsibilities in regard to the Internet workshops and keeping me so well-informed on LRACCC activities following my surgery and during rehabilitation. My gratitude to Henry Burnett who filled my role at the Internet workshop at Foothill. From what I heard, he did a much better job than I would have done anyhow. Finally, words of appreciation to Pei Hua Chou, who as LRACCC Vice President, was suddenly called upon to assume the responsibilities of the presidency. The efforts of the entire Board and especially those three individuals so convincingly demonstrates that a truly successful organization is based on teamwork.

- Ralph Steinke

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(as of 9/20/96)

LEARNING RESOURCES ASSOCIATION OF CALIFORNIA COMMUNITY COLLEGES

ANNUAL REPORT, 1995-96

by

Donald G. Kirkorian, Ph.D.

Executive Director

The Learning Resources Association of California Community Colleges (LRACCC) completed its twenty-third year as an organization! This year major activities centered around the Internet workshops. Three of the five regions elected representatives to the LRACCC Board. The spring Board meeting had 15 Board members in attendance, and focused on north-south meetings for 1996-97, the 1997 National Conference, and the review of the goals to guide LRACCC through to the year 2000.

Memberships/Subscriptions

During 1995-96 there were eighty-one institutional memberships, up by three from the previous year. Regional Board members were encouraged to call the Deans/Directors in their region who had not joined.

Publications

Our newest publication, *Guide to Managing Telecourse Distance Learning Programs*, continued to be marketed nationally. This timely publication will continue to be a good seller during 1996-97. It is vital that LRACCC continue to introduce at least one new publication each year, as about 52-65% of its income is traditionally generated by publications sales. *Intercom* continued to be an extremely informative newsletter to the field and, for the second year, the fall issue was sponsored by EBSCO Publishing. Under the editorship of Jan Naumer, *Intercom* continues to be the premier learning resources publication in California Community Colleges.

Budget

The adopted and conservative budget for 1995-96 projected income at $26,907.19 and expenses at $22,655. The end of the year report indicated actual income at $48,421.29 and expenses at $35,656.66. Additional income was generated by publication sales and Internet conferences.

National Conference

During April, the plans for the 1997 National Conference in Atlanta, GA came to a halt when Gretchen Neill, Dean at DeKalb Community College indicated she and her staff would not be able to plan the three-day conference. At our spring Board meeting, it was decided to move ahead with the National Learning Resources Conference. The Conference will be held October 15-17, 1997 at the Crowne Plaza Los Angeles International Airport.

Elections and Appointments to the Board

Three regions held elections. The following were the results of the 1996 elections:

Brian Haley - Northeast-Northwest region

Rita Jones - San Francisco-East and South Bay region was re-elected to serve a second two-year term

Jan Keller - East Central-West Central region was re-elected to serve a second two-year term

Board members who left the Board:

Henry Burnett - Northeast-Northwest region

Legislative Activities

Dr. Henry Burnett continues to provide the organization with timely legislative updates. Dr. Burnett serves as an ACCCA Board Member and attends the monthly Legislative/Finance Commission meetings in Sacramento.

Board Meetings

In accordance with the LRACCC constitution, the Board met in the fall of 1995 at the San Francisco Airport and in the spring for a two-day meeting at Pajaro Dunes in Watsonville. This meeting is important as more time is available for in-depth discussions and group work by sub-committees. A major focus at the meeting was to think about future focus and directions, plan the annual north-south meetings, the 1997 National Conference, and discuss the business of the organization.

Community College Newsbriefs

Allan Hancock

Block grant funds of $100,000 for materials and technology have been targeted for the LRC in 1996-97 and recruitment is underway for an Educational Technology Specialist position. The Title III Multi-media Developmental Lab was relocated to the LRC in September.

- Lil Clary

Bakersfield

Nicole Woolley has been hired as a new Reference Librarian. The *BC Library Bulletin* (September, 1996) states: "She recently received her MLS from Louisiana State University and decided to trade humidity, Cajun food, and great jazz for dry heat, California cuisine, and country western. Nicole's current assignment includes the reference desk and Internet training, and she heads the committee which is developing the library's World Wide Web home page."

- Claire J. Larsen

Barstow

Rosemary McGill is serving as the Interim Director. A recent MLS graduate of San Jose State/Fullerton, she developed a Web page for University of California/Irvine before accepting the position at Barstow. The library Web page she has developed for Barstow College may be accessed via http://163.150.200.16. Rosemary reports that Internet access is currently available at the reference desk. She hopes to install a LAN with a CD-ROM server if the library receives monies from this year's special instructional equipment block grant.

Citrus

Effective August 1, John Thompson's title changed to Associate Dean of Library and Information Services with an added responsibility for the college's staff development activities. Ruth Trudeau, Library Technician, who had been with the library for 29 years, died suddenly last March and is sorely missed. Pat Schneider joined the library staff in June as a Library Technician and is currently assisting at the reference and circulation desks.

Money from the Instructional Equipment Fund, the Associated Student Body, and the Wynn Foundation is being used to install an OPAC and to provide student access to the Internet. The equipment has been ordered, but the hard work of installing all of the cables is still to come. The new system is projected to be up and running by the spring semester 1997.

- John Thompson

Cuesta

We have selected SIRSI as our automation vendor and brought up circulation, OPAC, reserves, and cataloging within 15 weeks of signing the contract. We were looking for a client-server system that ran on UNIX so that both PCs and Macs could serve as clients easily. We also wanted a system compatible with graphical user interfaces (GUIs) and that had implemented all the existing and emerging standards for data exchange (Z39.50, electronic ordering, using barcodes publishers print on periodicals for check-in, et. al.). We were looking for a system that would easily connect us with the world outside our four walls--a system that would let our students and faculty in wherever they were and allow those who were in to go out to wherever their needed information is located.

We may be opening a satellite campus in Paso Robles in two or three years and have planning money in 1997-98 to work with an architect on plans for a new learning center. Also, Cuesta is about to kick off its first ever capital campaign in which the college hopes to raise about $2,000,000 for that new campus and an equal amount for new technology on this campus.

- David R. Dowell

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PROPOSAL TO PRESENT PROGRAM

LRACCC

20TH NATIONAL LEARNING RESOURCES CONFERENCE

"LEARNING RESOURCES: A DYNAMIC FORCE FOR 2000 AND BEYOND"

Crowne Plaza Hotel, Los Angeles International Airport, CA
October 15 - 17, 1997
Sponsored by the Learning Resources Association of California Community Colleges

DEADLINE FOR SUBMISSION: JANUARY 15, 1997

NAME : _____

TITLE/DEPT: _____

INSTITUTION: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____ FAX : _____

➢ I am submitting the following idea for the 1997 National Learning Resources Conference

PRESENTATION TITLE: _____

DESCRIPTION: _____

_____

_____

_____

FORMAT: _____ Panel Discussion _____ Round Table Discussion
_____ Individual Presentation _____ Other

MEDIA EQUIPMENT NEEDED: _____

_____

Please mail proposal form to: **Raymond Roney, Instructional Services**
El Camino College
16007 Crenshaw Blvd.
Torrance, CA 90506
(310) 660-3525; fax - (310) 660-3513

CALL FOR PROPOSALS

LRACCC

20TH NATIONAL LEARNING RESOURCES CONFERENCE

Sponsored by the Learning Resources Association of California Community Colleges

"LEARNING RESOURCES: A DYNAMIC FORCE FOR 2000 AND BEYOND"

Crowne Plaza Hotel, Los Angeles International Airport, CA
October 15 - 17, 1997

Sweeping changes are revolutionizing the way people learn. Some learn by accessing the World Wide Web, while others learn in self-paced learning labs. This phenomenon has created exciting possibilities for the profession not imagined just a few years ago. It has, in turn, stimulated innovative alternatives in learning delivery systems throughout the country and the world. Learning Resources people because of their expertise in information literacy and delivery are in a leadership role in this learning revolution.

If you are a Learning Resources professional involved in a creative learning project, we invite you to submit a presentation proposal which will be of benefit to attending colleagues.

Suggested topics may include, but are not limited to:

- The Use of New Technologies in Distance Learning
- Self-Paced Assisted Learning Environments
- Information Competency
- Staffing for the New Technologies
- Program Review for Learning Resources
- Master Planning
- Fundraising for LRCs
- Leadership
- Facilities: Construction and Remodeling

CONTACT : **Raymond Roney, Instructional Services**
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(310) 660-3525; fax - (310) 660-3513
or
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(707) 864-7106

Imperial Valley College

Imperial Valley College just signed a contract with SIRSI for their Unicorn Collection Management System to (finally!) automate the library. It's hoped that the system will be up and running by spring, 1997.

Renovation of the library took place during the summer and is nearly finished. A center sunken area has been leveled with a false floor, under which wiring and cabling for the automated library system has been placed. In addition, a new color scheme moves from the '70s yellow and orange to teal and mauve. Woodwork has been painted, chairs are being reupholstered and new tile is forthcoming.

-Eileen Shackelford

Long Beach City

Ruth Sison has joined the faculty of the Liberal Arts Campus Library as Systems Librarian. Ruth was formerly Systems Librarian at Rio Hondo College where she implemented the SIRSI integrated client-server library system. The Library/Learning Resources Associates of the Long Beach City College Foundation continue to supplement the library budget through fund-raising activities. On October 25th, the Associates will host an afternoon tea with Huell Howser, champion of libraries and chronicler of Southern California life. For more information, please call (310) 938-4134.

- Monica White

MiraCosta

MiraCosta College welcomes Joel Smith, our new and first Dean of Academic Information Services. Joel assumes responsibility for our libraries at both campuses, media services, academic computing, our developing Information and Multimedia Technology Certificate program, and will ultimately also head administrative computing. Joel comes to us from the Claremont Graduate School where he served as Associate Provost for Information Technology and Associate Professor of Philosophy. He has bachelors and masters degrees from Baylor in Philosophy and Physics, and masters and doctoral decrees from the University of Pittsburgh in the History and Philosophy of Science.

-Janet Megill

Mt. San Jacinto

Jim Koobatian has returned to teaching Philosophy full time and Sherri Moore is the Acting Librarian. InfoTrac ASAP (full-text) has recently been installed in the library.

-Sherri Moore

Rancho Santiago

Anita Coleman, Ph.D., formerly from University of Illinois, Urbana-Champaign and National University, San Diego joined Rancho Santiago College (RSC) in August as the Electronic Resources Librarian, but will assume the position of Systems/Tech. Services Librarian next semester. Mary Ellen Bobp, formerly of Cal State San Bernardino, joined RSC in August and has assumed the responsibilities of Coordinator of Bibliographic Instruction.

RSC migrated its Novell based LAN to the Windows NT operating environment, the standard in the District, in order for the library LAN to be connected to the district wide backbone. Testing will be underway to determine viability of remote access to products hosted on the LAN. Web development is underway. The library's home page will be accessible from the RSC home page by the end of the month.

-Maria Sugranes

Sierra

Brian Haley, formerly director of Library Services and Technology Planning at Butte College has accepted a new position effective October 1, 1996 as Dean of the Learning Resource Center at Sierra College. Brian is a LRACCC Board member representing the Northeast-Northwest Region and will continue to serve in this capacity.

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College Newsbriefs
(continued)

Solano College

Elizabeth Tsai attended the recent IFLA Conference in Beijing, China Diana Paque was re-elected to chair the Academic Senate's Curriculum Committee Dr Carole Jarrett has accepted a position as Dean, Research and Development at American River College

-Don Kirkorian

Comparing Web-Based Periodicals Databases

As expressed by David R Dowell (Cuesta College news) in this issue, we re moving to two-way systems that will allow students and faculty access wherever they are yet allow those inside the library to go out to wherever their needed information is located Reflecting this is "Observations on the North American Library Automation Marketplace" in the September issue of *American Libraries* which sees the library as a systems integrator and had a sidebar proclaiming "The existence of the Internet has been a major catalyst in transforming library automation into a comprehensive system to supply resources to library users on demand This is a bold and transforming vision "

In looking at Web-based periodicals databases such as EBSCO, UMI, IAC, and Vista, one might devise a comparison chart Some questions relevant to Web access are

Does the program utilize an Internet browser such as Netscape? Is the interface attractive and easy for patrons to use? How is remote availability configured (IP numbers, interface to library patron numbers, etc)? Does it require special client software? Are graphics available? Is there an option to load graphics separately? Speed? Dependability? Fonts? Good online instruction?

Additionally, the usual questions would include How close a match to the print collection? How many titles indexed? How many full text? How recent are citations? How far back? Backfiles available? Boolean and other search features? Citation at top of record? Citations in date order? Cost?

Bakersfield Library/Community Technology Center

(continued from page 1)

The hours have been expanded beyond the Monday-Thursday 8 00 a m - 10 00 p m and Friday 8 00 a m -5 00 p m to include 9 00 a m -5 00 p m Saturday and 11 00 a m -5 00 p m Sunday Student traffic, orientations, and circulation counts have all increased over the past year The cost of the project is estimated at $16,075,000, a figure including capital outlay funds, district funds, and monies raised by the Bakersfield College Foundation

Classified Web Site

Classified employees now have a Web site The URL is http //tlc crc losrios cc ca us/champion

CLA Conference Features Support Staff Programs

On Sunday, November 17, several special programs are planned for library support staff Support Staff Talk Tables are scheduled from 10 00 to 11 00 a m From 12 30 to 2 00 p m , there are two programs "How to Be More Creative," presented by Ed Martinez *(Library Mosaics)* of El Camino College, and "Transforming Libraries for the 21st Century The Pivotal Role of Support Staff " Winding up the day's activities is the program, "A Profession for Us All" from 2 30 p m to 4 00 p m (Thanks to Vicki Atherton of Evergreen College for highlighting this information)

News Release, Block Grant Explain Funding Opportunities

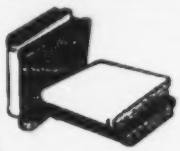
In late August, Carolyn Norman, Coordinator, Library and Learning Resources Programs, California Community Colleges, sent a packet to all libraries which included both information on funding and a college-by-college breakdown for the 1996-97 block grant The block grant is for expenditures on instructional supplies, instructional equipment, and library materials, including equipment and materials that increase the use of modern technology for instructional purposes The Instructional Equipment, Technology, and Library Materials program will also be funded again this year

Capital Outlay Programs Use Proposition 203 Funds

Last March the Public Education Facilities Bond Act of 1996 (Prop 203) passed with nearly 62% of the vote Among colleges listed for review by the Board of Governors meeting in September for the 1996-97 capital outlay program are DeAnza, Learning Resource Center Remodel/Expansion, Irvine Valley, Learning Resources Center, San Diego Mesa, Learning Resource Center, Southwestern, LRC/Music Lab Remodel & Addition, Victor Valley, Learning Resource Center Acquisition of Library Materials, El Camino, Library Renovation, Phase II, Mt San Antonio, Learning Technology Center/Telecommunications Structure (Secondary effects projects are not listed here)

Listed for the 1997-98 capital outlay program, excluding secondary effects are Allan Hancock (Lompoc), Library Books, Initial Acquisition, El Camino (same as previous year), Sacramento City, Learning Resource Center Equipment, College of the Canyons, Library Books and Materials, Mt San Antonio (same as previous year), Citrus, Library Addition/Reconstruction, Diablo Valley, Library Building Addition, Imperial, Library Addition, Redwoods, Library and Media Services, San Diego City (same as previous year), Mission, Learning Resource Center

LRACCC Publications



Guide to Managing Telecourse/Distance Learning Programs **$69.00**

This handbook includes strategies and practices of establishing and administering all aspects of a telecourse program in a community college. It is based on the collective experiences of colleges that have been offering telecourses.

Some of the topics discussed in this practical handbook are: Curriculum approval process, establishing relationships with outside agencies, instructional standards and requirements, local advisory committees, faculty responsibilities and compensation, scheduling telecourses, marketing, registration, orientation for students, faculty evaluation, accreditation, costs and benefits of distance learning programs. Appendices include courseware procedures/distributors, surveys and evaluations, outline for developing a telecourse instructional handbook and more.

Multiculturalism and Curriculum: Resources for Community Colleges **$39.00**

This publication responds to the needs of community college faculty, staff and students for resources on issues of cultural diversity. It includes over 300 titles from a wide range of viewpoint in almost every curricular area and can serve as a tool for educators and students to use together to explore the context and scope of cultural diversity as well as a selection aid for the library collection. This publication focuses upon lesser known works and serves as a guide to additional resources.

Output Measures Manual for Community College Learning Resources and Library Programs **$69.00**

This manual has been developed specifically for evaluating the performance of community college libraries and learning resources programs. There are 12 output measures selected by California library and learning resources program administrators as being the most valuable for measuring their programs. Each measure includes definitions, directions and data collection forms. They can be used for: Developing baseline data for comparing performance over several years; program or service justification; to find out where improvements in existing programs or services can be made; accreditation self study; or to develop data for comparing across programs of similar size and scope.

Coming:

Electronic Learning Resource Centers: Guidelines, Planning, Examples
(available Spring 1997) **$69.00**

Illustrated with floor plans and drawings from newly-constructed and renovated community college libraries, this handbook is a total update of the popular 1978 LRACCC publication, *Facilities Guidelines for Learning Resources Center*. Practical information includes technology and connectivity needs assessment, an overview of the planning process (guidelines, regulatory agencies, planning team, timelines), the plan itself (concepts, traffic flow, power, reading drawings), and the action phase (pre-construction, construction).

Other titles available:

Program Review: Accountability Models.....$35.00
"Autolog".....$149.00
Assessment System, 1983.....$65.00
Statistical Support Program.....$65.00
Staffing Information Handbook for Learning Resources Programs (1990).....$55.00
National Learning Resources Directory: A Networking Handbook for Learning Resources Center/Library Administrators At Two-Year Colleges (1993).....$45.00

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Events Calendar

Oct. 16-18, 1996

Tech Expo '96. Los Angeles Convention Center · Exhibit passes available Contact (800) 474-3976. e-mail to leah/*a* el_dorado.ca.us or http //www.techconf.com

Oct. 16-19, 1996

First Annual World Conference of the Web Society Contact: (804) 973-3987 or AACE virginia.edu/AACE

Oct. 24-25, 1996

"Using the Internet: A Two-Day Hands-on Workshop," sponsored by LRACCC, hosted by West Hills College. Contact: LRACCC (707) 864-7106.

Oct. 25-26, 1996

NC5 Fall Conference Hosted by San Joaquin Delta College Contact: nc5 *a* ms.sjdccd.cc.ca.us

Oct. 30-Nov. 1, 1996

Telecon XVI sponsored by Applied Business Telecommunications Anaheim Contact (800) 829-3400

Nov. 5, Nov. 7, 1996

Telecommuting and Internet Access Seminar (no cost) Nov 5 in Sacramento. Nov 7 in San Francisco Register via http //www.ascend.com/ or contact (800) 366-4058

Nov. 16-19, 1996

"California Libraries A Tapestry of Diversity." California Library Association 98th Annual Conference Sacramento Convention Center Contact (916) 447-8541 Fax (916) 447-8541. e-mail to info *a* cla.net.org

Back-to-Back with CSLA (formerly CMLEA) same dates, also at Sacramento Convention Center

Nov. 18-21, 1996

"Creating Learning Connections. 11th Annual DETC/HE Conference (hosted by Monterey Peninsula College) Doubletree Hotel. Monterey Contact http //www.santarosa.edu/detche/November 96.html

Nov. 21-23, 1996

"It Takes an Entire College ". Community College League of California 1996 Annual Convention. Doubletree Hotel. Los Angeles Airport Contact (916) 444-8641

Jan. 9-10, 1997

Advanced Internet Workshop, sponsored by LRACCC, hosted by American River College. Contact: LRACCC (707) 864-7106

March 1997 (dates to be announced)

"Using the Internet: A Two-Day Hands-on Workshop," sponsored by LRACCC, hosted by Pasadena City College Contact: LRACCC (707) 864-7106.

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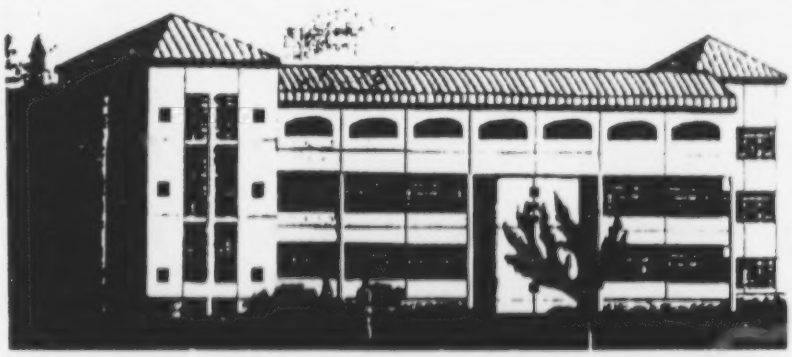

Sierra Community College's High Tech LRC Features Four Floors of Multiple Services

Scheduled to open January 27th, Sierra's impressive new 67,972 ASF facility brings together many functions. A TV studio, design studio, interactive electronic studio, and an art gallery are on the first floor. The second floor is devoted to the library while the third floor combines both library and media functions as well as offices. Tutorial areas, mediated instruction, and staff development activities are located on the fourth floor. Several study rooms are available on both the second and fourth floors. The new building is designed to be a centralized coordinated service for student learning as well as headquarters for telecommunications for distance learning and library services throughout the entire district. An opening ceremony is scheduled for April 5, 1997.

Using the Internet: Hands-On Workshop At Pasadena CC on March 10-11, 1997

There's still time to register at a discounted price for the two-day intensive Internet workshop to be presented by Michele Woggon at Pasadena City College on Monday and Tuesday, March 10-11, 1997. Before February 21, the price for LRACCC members is $149 and for non-members $199. After that date, it's $175 for members and $225 for non-members. This is an opportunity to get up-to-speed fast in a highly-recommended workshop.

Among the topics are: INTER WHAT? INTRODUCTION TO THE INTERNET spanning such topics as e-mail, Telnet, FTP, Gopher, Newsgroups and the WWW; WORLD WIDE WEB-ITS BROWSERS & PAGES including learning HTML and making a Web page; INFO RETRIEVAL ON THE INTERNET encompassing Boolean operators, relevance ranking, word weighting proximity indicators, multi-threaded query gateways; and HOW TO TEACH INTERNET with methods, online Internet tutorials, sample assignments, and online support for teachers.

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Nominations Sought for LRACCC Board

Member colleges in the Los-Angeles Desert Region and the San Diego-South Coast Region are invited to submit nominations for LRACCC Board representatives for the spring 1997 elections to Don Kirkorian (e-mail: dkirkori@solano cc ca us, phone: (707) 864-7106, or Fax (707) 863-8925) as soon as possible

Los Angeles-Desert Region member colleges are: Barstow, Cerro Coso, Citrus, College of the Desert, East Los Angeles, Glendale, Los Angeles Pierce, Mt. San Jacinto, Pasadena, Riverside, and Victor Valley.

San Diego-South Coast Region member colleges are: Cerritos, Cuyamaca, Coastline, Compton, El Camino, Fullerton, Golden West, Grossmont, Imperial Valley, Irvine Valley, Long Beach, Miracosta, Mt. San Antonio, Palomar, Rancho Santiago, Rio Hondo, Saddleback, San Diego City, San Diego Mesa, and Southwestern.

Community College Newsbriefs

American River

Two new public services librarians who joined the faculty last semester brought tremendous background and experience in traditional library services and incredible understanding of new information technology. They are Dan Crump and Linda Shoemaker. Dan holds an MLS from USC and was most recently at the Menifee Valley Campus of Mt. San Jacinto College. Linda's MLS is from San Jose State and her experience includes positions within the Los Rios District and as a branch head of the Yolo County Public Library System. ARC is offering Library 30, Internet and Searching Strategies and Dan and Linda will both teach sections of the class.

- Henry Burnett

Antelope Valley

Antelope Valley went "live" with all five modules of the Ameritech Horizon System on January 27th. The library also has two new classified employees: Shannon Middleton, Library Clerk II, and Marilyn Grant, Library Clerk I.

- Diana Gonzalez

College of the Canyons

On January 17th, the third anniversary of the earthquake that severely damaged the campus, College of the Canyons celebrated the official opening of the new library. COC spokeswoman Sue Bozman was quoted in the press as saying the library has "the greatest view of Santa Clarita you have ever seen." The college is planning to spearhead a campaign to raise $1 million to buy books for the new facility.

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Kings River
Lake Tahoe

Diablo Valley

Mary Dolven, Director of Library Services, will be on sabbatical leave during the spring semester 1997. Lorrita Ford, DVC's Instructional Services Librarian, will be her sabbatical leave replacement. **- Mary Dolven**

Fullerton

Jenny Langrell has joined the Fullerton staff as Circulation Librarian. She holds a BS in Healthcare Administration from the University of Southern Illinois and an MLS from San Jose State. Prior to this position, Jenny was a librarian at Western State University College of Law in Fullerton, and worked part-time at Saddleback, Golden West, and Cypress colleges. She replaces Jackie Boll who has now become the Coordinator of Bibliographic Instruction. **- Sandy Smith**

Lake Tahoe

In February 1996 the college hired Joseph Matthews as its automation consultant who drafted comprehensive RFPs for both the retroconversion and automation projects. Marcive, Inc. was selected to provide retrospective conversion services, which were completed in September. Approximately 40,000 smart barcodes were affixed during a four-week library closure in August. In June, we selected Contec North America's "C2" automation system, thereby becoming the first U.S. customer of the New Zealand-based company.

Six OPAC workstations, linked to two on-site laser printers, and served by the district's LAN, provide high-speed access to the Internet as well. Seventy additional Internet terminals are available to students in four different labs on the campus. Technical support is provided by the college's Department of Computer Services. The automated circulation system went online in November.

It took us only 21 years! **- Bill Scoble**

Pasadena

Pasadena City College Library may well have won the block grant sweepstakes. Can anyone top their generous $200,000 allotment? Also, Pasadena City College and Glendale College have negotiated a reciprocal borrowing agreement. The agreement, which allows persons affiliated with either college to be direct borrowers at either college, with a limit of five items, is in place for a trial period during the spring semester.

Riverside

As of fall semester, 1996, Riverside Community College's three libraries are making full use of the new integrated system from Innovative, which has been named LAMP (Library Access to Monographs & Periodicals). Patrons are now able to: View their own circulation records, see whether or not materials are available, checked out, or on order; find materials that have been placed on reserve, search periodical and newspaper indexes, access other libraries' catalogs, and read informational screens that include libraries' hours of operation.

- Carol Daniels

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A Short and Easy Intro to the Internet

By Russell G. Fischer, Dean of Learning Resources
San Jose City College

Why This Document?

Strange as it may seem to Internet junkies and veterans, there are still people, including educators, who have only the vaguest idea or notion about the Internet. Even in Silicon Valley, where I live and work, I still encounter individuals who, though they have heard of the Internet, have little idea about what it is or what it can be used for or how it might affect their lives. The attempt to provide a brief, non-technical introduction, for such individuals, led to the writing of this publication. If you could use "A Short and Easy Intro to the Internet," please read on.

What is The Internet?

As you may have heard, the Internet is a worldwide network of computer networks. (A network is two or more computers connected together.) The Internet connects tens of thousands of networks, enabling millions of people all over the world to communicate and to share data and information. Most of the data and information on the Internet come in a text format, but they can also come in the form of images, sound, and video. While we aren't concerned here with the history of the Internet, suffice it to say that the network is one of the true "peace dividends" of the Cold War.

Two of the principal elements that make the Internet possible are the TCP/IP Internet Protocol Suite and client/server architecture.

TCP/IP stands for Transmission Control Protocol/Internet Protocol. (A protocol is a set of rules or specifications.) These two protocols contain the major specifications for transmitting data on the Internet. In addition, TCP/IP is used to refer to the TCP/IP Internet Protocol Suite which consists of over 100 publicly available software protocols. These software protocols are the stuff that hold the Internet together, by making it possible for different types of computers and networks to work in concert.

Client/Server architecture is based on software that is divided into two parts, a client and a server. The *client* is a program, usually residing on a user's microcomputer, that requests a service. The *server* is a program, usually residing on an organization's large computer, that supplies the requested service. While both the client and the server must be on the Internet, they can be separated by thousands of miles. Many client programs are available for free or at little cost, on the Internet.

How Do You Get Connected to the Internet?

There are two basic ways to connect to the Internet. First, if your employer has an Internet connection, provides Internet accounts, and you have access to a microcomputer on your employer's network, that's all you may need.

Second, if your employer doesn't have an Internet connection or you want your own connection, you will need a microcomputer (the more memory the better), a modem (the faster the better), communications software, and a telephone number to connect you to a computer on the Internet. The number is furnished by an Internet service provider who will also supply you with a userid or login, a password, and an e-mail address.

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If you are interested in a very fast, but relatively expensive, Internet connection, you should investigate ISDN (Integrated Services Digital Network) technology. It's available from regional telephone companies, as well as from other providers. You can also gain access to the Internet by joining a commercial network, such as America Online, CompuServe, or Prodigy.

To find out how to select a service provider, you can peruse some books about the Internet or ask a friend or colleague who has an account with a provider. For further information, pick up a free computer publication, such as, *MicroTimes* or *Computer Currents*, or a magazine, such as *Internet World* or *Net Guide*. These publications are available at libraries and computer stores and frequently include lists of Internet service providers or contain advertisements for providers. Popular computer magazines, such as *PC Magazine* and *MacUser*, also carry useful articles.

Since vendors offer different levels of service, at varying prices, it's a good idea to talk with someone who can explain the different services, before you decide. Costs usually consist of a set-up fee plus a monthly fee. Some providers offer unlimited access for the monthly fee, while others charge for connect time in addition to the monthly fee.

Is the Internet Free?

Individual users who work at academic, corporate, or government institutions may not be required to pay to use the Internet. However, it is *not* free. Acquiring, installing, maintaining and upgrading the hardware, software, and telecommunication lines necessary to make the whole enterprise work takes money. In the United States, most of the money currently comes from the federal government, academic institutions, and corporations.

What Services are Available on the Internet?

That all depends. It depends not only on the services available from your Internet provider but also on the type of connection you have and on the capabilities of the microcomputer and modem you are using to access the Internet. Below are brief descriptions of tools or resources that are available to Internet users.

Electronic Mail or e-mail is probably the most widely used service on the Internet. E-mail allows you to communicate with other Internet users all over the world. The advantages of e-mail are speed, convenience, and cost. After typing a message on your computer, you can send it with the click of a mouse, and it will arrive in the recipient's mailbox within a few seconds or minutes, even if the person resides half way round the world. It's equally fast and convenient to reply to e-mail messages that arrive in your mailbox. You can also print, delete, or save your messages. For the individual user, the cost to send e-mail is the same irrespective of distance.

Mailing Lists are discussion lists, also called listservs, to which you can subscribe by using e-mail. There are thousands of mailing lists on the Internet, covering all manner of topics. There is no cost to subscribe to a list, and once subscribed, all the messages posted to the list will automatically be sent to your mailbox. In addition to reading messages posted by other subscribers, you will be able to post and respond to messages. Mailing lists can be a convenient way to learn about and to keep up with topics of interest, as well as to converse with people who have common interests.

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Usenet Newsgroups is a collection of thousands of discussion groups or newsgroups subscribed to by millions of people all over the world. Each newsgroup is focused on a particular topic. The messages posted on a Usenet newsgroup are called articles. Users who subscribe to newsgroups can read and post articles. Like mailing lists, Usenet newsgroups can be a convenient way to learn about and to keep up with topics of interest, and to meet and converse with people who have similar interests. Unlike mailing lists, Usenet articles are not sent to your e-mail account, rather you access them by using a program called a newsreader.

Telnet is a program that enables a computer at one site to interact directly with programs housed on a computer at a remote site. Using a Telnet program you can access a variety of databases, information services, bulletin boards, and library catalogs. To connect to the latter, there's a widely used program called *Hytelnet*, that not only provides Telnet addresses and information about library catalogs around the world, but also may allow you to connect those addresses. Because Telnet lets you login to a remote computer, it is also referred to as a remote login.

Gopher is a program that gives you easy access to online databases and services on remote computers. Gopher is a menu-driven system, in which the user makes selections from a menu or series of menus. The menu items may be located anywhere on the Internet. No matter, your trusty Gopher will take you there. When you find information you want to keep, you can print it, save it to a file, or e-mail it to yourself or someone else. If you think you might want to return directly to a menu item at a later time, you can save the item as a bookmark. In addition, there are programs called *Veronica* and *Jughead* for doing keyword searches on Gopher titles.

WAIS (Wide Area Information Server) is a program that can search many different databases on many different computers. To do so, you first select the servers or collections of documents you want to search. Then, you do a keyword, full-text search of the documents in the selected databases. WAIS returns a list of documents, ranging from the most relevant to the least relevant, based on the keywords used. You can then select the documents you want displayed on your screen. Once the text is retrieved you can view it and or save it. Note that WAIS does full-text searches of the contents of documents, not just searches of the titles of documents.

FTP (File Transfer Protocol) is the principal protocol for transferring files over the Internet. It is also the name of the program that implements the protocol and lets you send (upload) and receive (download) files. FTP is the principal method for distributing software over the Internet. To use FTP, you connect to the remote computer that has the files you want--the files reside within directories. Once you locate the files, you can download them to your computer. One type of FTP is referred to as *Anonymous FTP* because you use the login "anonymous" to connect to public FTP sites. If you don't know the location of the files you want, you can use a program called *Archie* to search for them.

WWW (World Wide Web) is a service that uses words and images imbedded in documents, called homepages, as links to other documents and resources. The documents can contain images and sounds as well as text, and the links can go to most of the Internet resources described above. Using a mouse and a program called a browser, you can point and click on images or highlighted words to connect to and retrieve the information you want. In addition, most browsers incorporate e-mail. Using a program called a search engine, you can search for information by category or by keywords. Because of the power, flexibility, and ease of use of the graphical browsers *Mosaic* and *Netscape Navigator*, and more recently *Microsoft Internet Explorer*, the Web has experienced phenomenal growth during the past few years.

What Are Some Other Internet Tools?

Need to find someone on the Internet? Although there is no comprehensive directory listing all Internet users, you can find e-mail addresses by tapping online services, such as **Finger**, **Whois**, **Netfind**, **White Pages**, and **Fred**. Still, the easiest way to get someone's e-mail address is simply to phone the person and ask.

Want to have a conversation? A program called **Talk** lets you converse interactively, in real time, with another person on the Internet. A program called **IRC** (Internet Relay Chat) lets you converse with several people. These programs use keyboards and monitors, not sound. Just let your fingers do the talking.

How about fun and games? If you like role-playing games where players assume different identities, there are several **MUDs** (Multi-User Dungeons) available on the Internet. You can also play popular games, such as go, chess, bridge, and backgammon. The **Internet Hunt**--it may or may not be available when you read this--is a great game for learning how to find information on the Net.

How Useful is the Internet?

The answer once again is "That all depends." Some observers regard the Internet as the greatest invention since the printing press and predict that it will revolutionize the way we learn, work, and shop. Others see much of it as a great diversion from real work, genuine learning, and face-to-face social interaction and view it on a par with watching television, playing video games, or leafing through the yellow pages.

There's no denying the amount of data and information available on the Internet--it's overwhelming. You can find everything from the educational to the recreational, including some things you may not want your mother to know you're reading or viewing. In short, if you are interested in any topic, no matter how pedestrian or significant or esoteric or bizarre, you're likely to find something about it on the Internet, provided, of course, you know where and how to find what you're looking for. (To get an idea of the wide array of resources available, take a look at the book *The Internet Yellow Pages* by Harley Hahn.) There's also no denying that the quality of opinion and the civility of discourse on the Internet are highly variable, as they are in many other venues of life.

To keep things in perspective, you might keep in mind that many of the grandiose educational claims and predictions now being made for the Internet were also eagerly put forth for film, radio, and television, earlier in this century.

Where Can You Get More Information?

All you need to know about the Internet, and then some, can be found on the Internet. (There are even online courses on how to use the network.) The catch is that new users don't know how or where to find the information they need. Fortunately, new users have two free sources on which to draw. One is friends and colleagues who are experienced Internet users, the other is local libraries.

Many library collections contain books for new Internet users. Most of these books can be found by searching the library catalog under the subject heading: Internet (Computer network). Or you can simply head for the bookstacks and look for books with the call number 384.3..., if the library uses the Dewey Decimal classification, or TK 5105.875 I57..., if the library uses the Library of Congress classification.

New books published about the Internet appear to be multiplying faster than jackrabbits, and that's to be expected given the rapid rate of change of Internet tools and resources. There are even books directed at computerphobes, including some titles for "Dummies" and others for "Complete Idiots." The Internet is not difficult to use, but it does take time to learn how. Below are a few helpful titles for new users:

Castro, Elizabeth. *Netscape 3 for Macintosh.* Or *Netscape 3 for Windows.* Berkeley: Peachpit Press, 1996.

A visual approach to learning to use the World Wide Web's most popular browser.

Glossbrenner, Alfred, and Gossbrenner, Emily. *The Little Web Book.* Berkeley: Peachpit Press, 1996.

Describes the main features of the Web and explains how to use it to find information.

Grimes, Galen. *10 Minute Guide to the Internet and the World Wide Web.* 2nd ed. Indianapolis, Que, 1996.

A primer on how to connect to the Internet and how to use its various resources.

Hahn, Harley. *Harley Hahn's Internet & Web Internet Yellow Pages.* 1997 ed. Berkeley: Osborne McGraw-Hill, 1997.

An informative and humorous directory to over 5,000 Internet resources, from A - Z.

Hahn, Harley. *The Internet Complete Reference.* Berkeley: Osborne McGraw Hill, 1994.

Extensive coverage with clearly written explanations and easy-to-follow examples.

What Does It All Mean?

If you're beginning to wonder what impact the Internet might have on your life and work, here are three titles to help you ponder that question.

Gates, Bill, with Myhrvold, Nathan, and Rinearson, Peter. *The Road Ahead.* Rev ed. New York: Penguin, 1996.

The chairman and chief executive officer of Microsoft speculates on how the emerging information highway is likely to transform our lives in the years ahead.

Goodman, Danny. *Living at Light Speed: Your Survival Guide to Life on the Information Superhighway.* New York: Random House, 1994.

The author considers the promises and pitfalls of several services and technologies, including the Internet, that are likely to be part of the information superhighway.

Stoll, Clifford. *Silicon Snake Oil: Second Thoughts on the Information Highway.* New York: Doubleday, 1995.

A Internet veteran takes a critical look at the Internet and sounds a warning that extensive use of the network will diminish the quality of one's life. Get a life!

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To order copies, contact:
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San Jose, CA 95128

Calendar of Events

Feb. 18-20, 1997

Internet Expo, San Jose Convention Center. Contact: DCI, (508) 470-3880, Fax (508) 470-0526, http:www.DCIexpo.com.

Feb. 22-26, 1997

WEB Design & Development, Moscone Center, San Francisco. No cost for exhibits (in advance). Contact: (617) 821-9212, Fax (617) 828-9992, www.web97.com.

Feb. 27 - Mar. 1, 1997

FACCC Annual Conference Holiday Inn, Fisherman's Wharf, San Francisco. Call (916) 447-8555, Fax (916) 447-0726, http://www.faccc.org.

Feb. 28, April 4, 1997

"Dancing with Change: Electronic Library Resources: Issues and Opportunities." Two-Part Teleconference. $395. Site registration: Call (800) 354-6587, Fax (630) 942-3836, http://www.dupage.edu/dancing.html.

March 10-11, 1997

"Using the Internet: A Two-Day Hands-on Workshop," sponsored by LRACCC, hosted by Pasadena City College. Contact: LRACCC (707) 864-7106.

March 12-14, 1997

ACCCA Conference, San Francisco Airport Marriott. Call (800) 640-3559, http://www.accca.com.

Apr. 13-19, 1997

National Library Week

Apr. 16-18, 1997

"California Community Colleges: A Model for World-Class Education and Training," Chancellor's Conference, Doubletree Hotel, Los Angeles Airport. Contact: E-mail to megaconf@cel.cccco.edu, call (916) 323-0799 or Fax (916) 324-8486.

Apr. 21-22, 1997

Technology in Education Conference & Exposition, California Community Colleges Foundation. San Jose Convention Center. Call (916) 446-5881, Fax (916) 446-5885, http://www.cccf.org.

LRACCC PUBLICATIONS

Guide to Managing Telecourse/Distance Learning Programs $69.00

This handbook includes strategies and practices of establishing and administering all aspects of a telecourse program in a community college. It is based on the collective experiences of colleges that have been offering telecourses.

Multiculturalism and Curriculum: Resources for Community Colleges $39.00

This publication responds to the needs of community college faculty, staff and students for resources on issues of cultural diversity. It includes over 300 titles from a wide range of viewpoint in almost every curricular area and can serve as a tool for educators and students to use together to explore the context and scope of cultural diversity as well as a selection aid.

Output Measures Manual for Community College Learning Resources and Library Programs $69.00

This manual has been developed specifically for evaluating the performance of community college libraries and learning resources programs. There are 12 output measures selected by California library and learning resources program administrators as being the most valuable.

Coming:

Electronic Learning Resource Centers: Guidelines, Planning, Examples
(available Spring 1997) **$69.00**

Illustrated with floor plans and drawings from newly-constructed and renovated community college libraries, this handbook is a total update of the popular 1978 LRACCC publication, *Facilities Guidelines for Learning Resources Center*. Practical information includes technology and connectivity needs assessment, an overview of the planning process, the plan itself, and the action phase.

Other titles available:

Program Review: Accountability Models.....$35.00
"Autolog".....$149.00
Assessment System, 1983.....$65.00
Statistical Support Program.....$65.00
Staffing Information Handbook for Learning Resources Programs (1990).....$55.00
National Learning Resources Directory: A Networking Handbook for Learning Resources Center/Library Administrators At Two-Year Colleges (1993).....$45.00

LRACCC INTERCOM
Learning Resources Association of the California Community Colleges
4000 Suisun Valley Road, Suisun, California 94585-3197

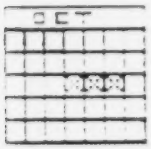
Newsletter of the Learning Resources Association of the California Community Colleges

INTERCOM

VOLUME 32, NUMBER 3 MAY 1997

National Learning Resources Conference

"Learning Resources: A Dynamic Force for 2000 and Beyond"



Mark Your Calendars!

October 15-17
Crowne Plaza Hotel
Los Angeles International Airport

(See Page Two.)

College of the Desert Library Unites City, County and College Services

First in California, and one of only a handful in the United States, the College of the Desert Library is a multi-agency operation combining library services for the City of Palm Desert, the Riverside City and County Public Library, and the College of the Desert. Although Ed Morante, Dean, Educational Resources, reports that the administrative structure will change after July 1st, it will continue as a multi-agency library.

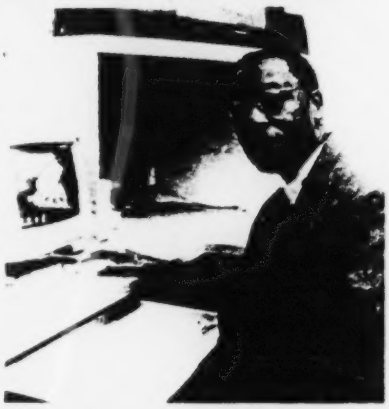
Located at the main entrance to the campus, the multi-agency library offers patrons equal access to both the public and college collections and shares a community room as well as a common automation system (DRA) for circulation and cataloging. The college wing of the building houses a modern Business Reference Center and a state-of-the-art computer lab for word processing, Internet access, and CD-ROM-based reference. The college library also houses the Faculty Technology and Learning Center, staffed by a full-time Educational Technologist, and offering a variety of computers, peripherals, and software for training faculty and staff. The entire building is wired with fiber optics and is connected to the COD District backbone. Several locations in the college wing were specifically designed for multiple computer and data access.

The college wing of the building was opened in January 1996 and the public wing during National Library Week in April 1996. The $8.5 million, 43,000-square foot building was constructed with funds from the City of Palm Desert, the County of Riverside, and the College. Active fund-raising resulted in a number of donations. Plaques honoring the many donors are on display throughout the building.

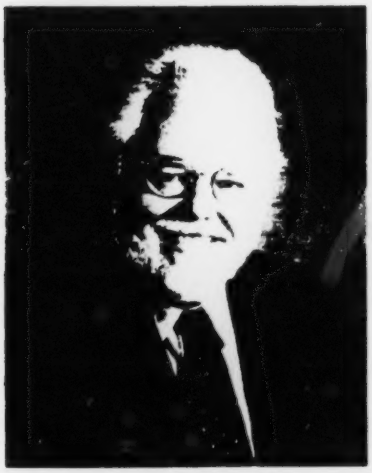
The building is designed to provide maximum natural light while at the same time protecting the staff and patrons from the hot summer desert sun. Both the lighting and heating/air conditioning systems are fully computerized to provide maximum energy efficiency. (See floor plan on page 6.) Home page: (http:www.ps-net.com/cod/library/index.htm).

Two Regions Elect LRACCC Board Members
ACCCA Appoints Brian Haley to Commission

Ray Roney, Dean, Instructional Services at El Camino College, was re-elected as the LRACCC board representative for the San Diego-South Coast Region while Rod Foster, Associate Dean of Instruction, Pasadena City College, was elected as the LRACCC board member representing the Los Angeles-Desert Region.



Ray Roney, Dean, Instructional Services, El Camino College



Rod Foster, Associate Dean of Instruction, Pasadena City College

Brian Haley, Dean, Learning Resources, at Sierra College has been appointed to the Association of California Community College Administrators (ACCCA) Legislative Finance Commission. Brian is also a LRACCC board member representing the Northeast-Northwest Region.

LRACCC Membership Renewals

Mt. San Antonio is the first college to renew for 1997-98. The first 50 renewals will receive hand-finished brass and bronze patina letter openers.

"Learning Resources: A Dynamic Force for 2000 and Beyond" - 20th National Learning Resources Conference

Exciting ideas plus essential information are paired in this dynamic three-day conference. Community College presenters from across the country are on the program. They are coming from Massachusetts, Wyoming, North Carolina, Illinois, Oklahoma, Texas, Oregon, and Florida. California, of course, is well represented also.

Beginning with a very special all-day optional tour and the keynote address on Wednesday, the conference will offer variety of tracks for special interests on Thursday and Friday as well as a luncheon speaker on Thursday and special, sponsored breakfast sessions.

Conveniently located in the Crowne Plaza Hotel at the Los Angeles International Airport, the National Learning Resources Conference offers great networking opportunities because of its size. With an outstanding program currently developing, this one may just be the best ever. Watch for the flyer for lots more information.

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Moving from Surfing to Searching: Time-Saving Tools and Strategies

by

Brenda Jones, Jan Naumer, and Linda Winters
Glendale Community College

(Adapted from a session presented at the League for Innovation in the Community College National Conference in Phoenix, AZ, November 1996. Target audience: The Internet-challenged.)

Basic Technical Tips

Hardware (modem speed, processor, bandwidth, settings): Minimum modem capacity 14,400, 28,800 or faster is better. Processor should be at least 133 Mhz, 166 is preferable. ISDN lines allow greater bandwidth. Satellite services, currently under development (Hughes and others), will offer even greater speed and bandwidth. Make sure modem software and hardware settings are set to the maximum speed.

Environment (modem/network, graphic, print/download, network load/time of day): Network retrieval will be faster than a modem, turning off graphics will cut time, downloading is faster than printing, and time of day and network load will affect speed.

Browser Time-Savers

While browsers vary, most have built-in time-savers. Netscape's pull-down windows include Bookmarks, GO, and Window. Bookmarks can be categorized for better organization and retrieval. GO allows you to quickly backtrack to a previous site, and Window offers a history of current searches.

Personal Home Page

Creating a personal home page on your hard drive or a floppy disk goes beyond bookmarks as a time-saver. To avoid using hypertext markup language (html) code, create your home page using Netscape Gold 3.0. You could also go to an Internet site offering free home pages not requiring a knowledge of html such as GeoCities (http:/www.geocities.com/homestead) and create a more public home page. Items which might be included on a personal home page are local links, search systems, reference sources, personal interest sites, and e-mail addresses.

If you know html, create a home page by typing the code into your word processing program, and saving the file as a text file with an .htm (PC) or .html (Mac) extension. Open Netscape, click on File, and pull down to Open File. Open the file that you created.

Search Methods

Keyword: Allows terms to be chosen or excluded and can produce a very specific result by using Boolean operators (AND narrows, OR broadens, NOT excludes). Example: Community AND College retrieves only articles with both terms. Community OR College would retrieve articles with either or both terms. Community NOT College

Laney
Las Positas
Lassen
Long Beach
Los Angeles Pierce
Los Medanos
Marin, College of
Miracosta
Mission
Modesto
Monterey Peninsula
Moorpark
Mt. San Antonio
Mt. San Jacinto
Napa Valley
Ohlone
Oxnard
Palomar
Pasadena City
Porterville
Rancho Santiago
Rio Hondo
Riverside
Sacramento City
Saddleback
San Diego City
San Diego Mesa
San Francisco City
San Joaquin Delta
San Jose City
Santa Rosa
Sequoias, College of the
Shasta
Sierra
Siskiyous, College of the
Solano
Southwestern
Taft
Ventura
Victor Valley
Vista
West Hills
West Valley
Yuba

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would retrieve articles containing the word community and exclude those containing the word college.

Subject: This is a controlled index or directory where one term is chosen from many possible ones. Subject heading indexes or directories usually have cross references to direct you to the proper term. Yahoo (http:/www/yahoo.com) is one of several useful directories on the Internet. Another important site which is a distributed subject catalog is the WWW Virtual Library (http://www.w3.org/pub/DataSources/bySubject/Overview.html).

More Search Methods

Truncation/Wild Cards: An asterisk is most commonly used. To truncate the word computer, one might enter comput* and retrieve computer, computers, computing, computerese, computerize, computation, etc. If a word or name is spelled various ways, a wild card may be used. Example: To retrieve both Smyth and Smith, enter Sm*th.

Proximity: Some search engines allow you to enter NEAR or to state within how many words terms must appear.

Phrases: Some search engines, Excite (http://www.excite.com/) is one, allow you to place an entire phrase in quotations for retrieval of only those items which contain the phrase.

Ranking: Most search engines rank items retrieved by relevance with the most relevant to your search appearing at the top of the list.

Guides:

Point and click subject-oriented searching: This can be as simple as utilizing the built-in features of your browser. Netscape features white pages for phone numbers, yellow pages modeled after phone books, hot websites, and others from advertising to what's new. Yahoo, cited previously, has an extensive subject guide as does Lycos (http: www.lycos.com/).

Search Engines:

Time-saving ways to use search engines: Check both the comprehensiveness of the search engine, usually advertised, then investigate the advanced search features. Select a search and work through a number of engines, comparing results. Both Excite and Lycos have been cited.

Others include: Alta Vista (http://altavista.digital.com/), HotBot (http:/www.hotbot.com/index.html), and InfoSeek Ultra (http://www.infoseek.com/Home?pg=ultra_home.html)

Metasearch engines conduct simultaneous searches across several search engines. While this certainly can save time, the lack of uniformity in the features of search engines may produce varying results. Two major metasearch engines are: SavvySearch (http://www.cs.colostate.edu/~dreiling/smartform.html) and All-in-One Search Page (http://www.albany.net/allinone/SearchPage).

A quick way to stay up to date is to check the Library Resource List: New Sites and Search Engines run in if possible (http://www.state.wi.us/agencies/dpi/www/new_srch.htm) which includes reviews of search engines, links to the major search engines, and links to some of the major resources that track new sites on the Internet.

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Librarians' Secrets

We tend to favor time-saving sites with these commonalities: Updates and information on new sites, reviews of both sites and search engines, links to useful sites for research, and Internet guides and tools. Some of these, WWW Virtual Library, originated by CERN, developers of the World Wide Web, and the Library Resource List, have already been mentioned. Others include:

Librarians' Index to the Internet, formerly Berkeley Public Library Index, (http://sunsite.berkeley.edu/InternetIndex/) has excellent subject links, search tips, and reviews of search engines.

School of Information, University of Michigan, (http://www.si.umich.edu/hp/Findingaids.html#RTFToC3) offers Internet guides and tools.

Nueva Library Help (http://www.nueva.pvt.k12.ca.us/~debbie/library/research/adviceengine.html) has basic advice on choosing search engines.

Time Saving Software

News Filtering: Custom news services give daily updates on news topics. All let you select what you want. Relevant news stories or summaries are sent into your e-mail in-box, onto a custom Web page, or into a proprietary communications program. One caution: These could overload your hard drive. Two free services are:

fishWrap (http://www.sfgate.com)

PointCast (http://www.pointcast.com) works like a screen-saver.

News Link Web Pages: Differ from news sites which send news content to you directly in that these allow you to build pages with links to external news sites. All listed sites are free:

Crayon (http://crayon.net)

Microsoft Network (http://www.msn.com)

SIFT (http://sift.stanford.edu) offers Internet newsgroups.

Your Personal Newshare (http://www.newshare.com/)

Software Agents: Search the search engines for you and eliminate duplicate results. These might also be termed metasearch engines.

EchoSearch (http://www.iconovex.com)

Internet Fast Find (http://www.symantec.com)

WebCompass (http://www.quarterdeck.com

PC Week is a good source for locating other services. There are custom information services, mostly business-oriented subscription services; information distribution/updating services, Web rings, and offline browsers. An example of each follows:

Personal Web Box (http://www.businesswire.com)

NETdelivery (http://www.netdelivery.com)

Webring Home (http://www.webring.org)

Freeloader (http://www.freeloader.com)

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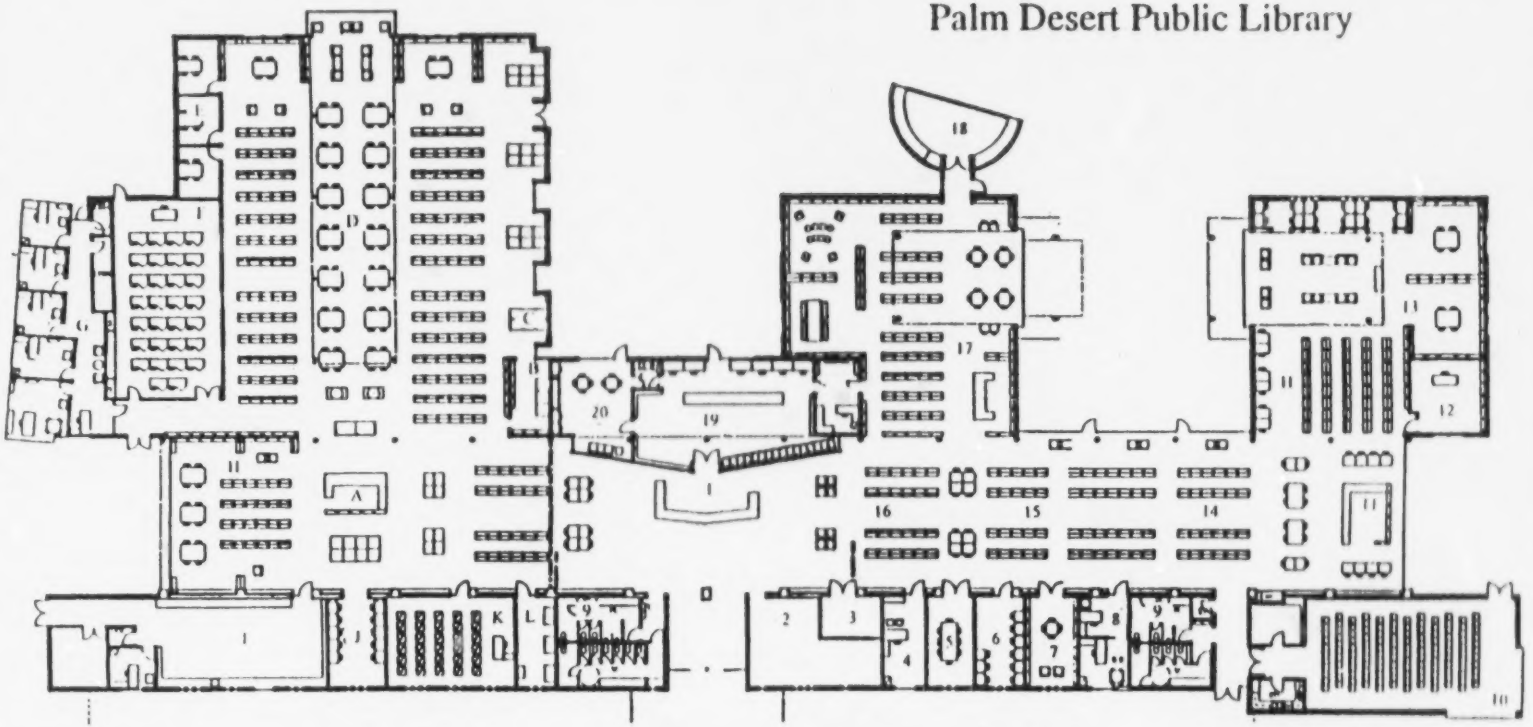
The Multi-Agency Library

College of the Desert Library

Palm Desert Public Library



A Academic Reference
B Microfilm Room
C Audio/Visual Carrels
D COD Collections Gall
E Group Study Rooms
F Alumni Computer Lab
G COD Administration
H Periodicals
I Technical Services
J Quiet Study Room
K Technology/Learning
L Copy Room
1 Circulation Area
2 PDL Friends Room
3 Business Reference Ctr
4 Technical Services
5 Seminar Room
6 Public Computers
7 Local History Room
8 PDL Administration
9 Rest Rooms
10 Community Room
11 Reference Desk
12 Reference Workroom
13 Non-fiction Area
14 Reference Area
15 Fiction Collection
16 Audio/Visual
17 Youth Services
18 Story Room
19 Circ. Work Area
20 Staff Lounge

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Community College Newsbriefs

College of the Canyons

April 24th marked the grand opening of the new College of the Canyons library. Through a combination of planning and perseverance, four new staff have been hired. They are: Dr. Isao Uesugi, formerly with the Claremont Colleges, Technical Services Librarian; Sylvia Black, Library/Media Technician II, Technical Services; Edwin Pejuro, Library/Media Technician I, Public Services; and Shawn Irwin, Instructional Media Assistant.

- Jan Keller

Cerro Coso

We are attempting to provide some learning resources services via our new LRC homepage with various links to reference sources, Internet access, and online periodical databases which will be up and running for all campus sites by July 1. We are now in the process of running trials of two online databases at the college's main library in Ridgecrest. Since our extension sites (South Kern/Edwards AFB, Kern River Valley, Bishop and Mammoth Lakes) do not have libraries, these services will be available in the computer labs. We are hoping to eventually provide e-mail reference service, if we have the staff to handle the load. These changes in learning resources have all occurred since January 1997.

- Ruth Gleason

El Camino

El Camino College Library is another site which received a satisfying share of the college's 1996-97 technology block grant - $150,000 for library materials. Other good news: Construction on the new Technology Center, Phase II of the library renovation project, will begin this summer. The multimedia center will have more than 200 computers for drop-in student use including three PC labs and one Mac lab, all Internet-accessible. The new area will also include Media Services distribution and production, a TV studio, distance education office, and an enlarged Faculty Innovation Center. Completion of the Center is projected to be nine months.

- Ray Roney

Glendale

After a solid year of operating a library surrounded by construction, both inside and out, Glendale's remodeled and expanded library is fully operational again. The refurbished third floor was opened January 21st while the fourth floor opened at the end of April. The all-carrel library has 12 study rooms, an instruction room, and 22 networked computers for student research. Students can access the online catalog, the CD-ROM based *Los Angeles Times* and *Books in Print*, and the Internet-based IAC SearchBank from any computer. Check out new online services, developed by Linda Winters, on the home page: http://www.glendale.cc. ca.us/library.

Grossmont

(Bad news from Grossmont with an alert for the rest of us.) Because of a college push to save personnel costs, the following has occurred in the Division of Learning Resources/LRC: Refusal to re-fill the secretary to the Director of Learning Resources position which has been vacant an entire year and the Director of Learning Resources position was reclassified downward. The new title is Associate Dean, Learning Resources with a salary range of $51,244 to $59,949 and the incumbent was "Y" rated. Only one of two vacant librarian positions will be filled. The senior administration wants the position filled with a paraprofessional rather than a faculty librarian. In yet another personnel cost-cutting measure, unless a last minute alternative is found, the Associate Dean, Learning Resources will be assigned as the permanent evening administrator to be on campus four nights a week from 5 to 10 p.m. leaving only three hours for Learning Resources those days.

- Tom Foster

Long Beach City College

Long Beach City College Library recently became the recipient of a grant in the amount of $2,000 which was awarded to the college's Lesbian, Gay, Bisexual Student Union by Long Beach Lesbian & Gay Pride, Inc. This supplements a previous grant awarded in 1993 and will be used to update the library's gay and lesbian book collection.

- Monica White

San Joaquin Delta

Evia Briggs Moore is serving as the Interim Director of Learning Resources. She has been at San Joaquin Delta for twenty years serving as the Coordinator of Public Services. Steve Schermerhorn has been hired as Coordinator of Technical Services/Systems replacing Kay Michael who retired. The library has recently added a new 32-seat "Quiet Study Room."

- Evia Moore

Southwestern

In the last issue of *Intercom*, the question was raised over whether or not anyone could top the generous $200,000 allotment Pasadena City College Library received from the block grant. Southwestern is now the front runner, having received $240,000. The librarians at Southwestern are currently team teaching the first Internet class to be offered on campus, CIS 295E, Introduction to Telecommunciations and the Internet. Karen Smith is the instructor of record and the other team members are Diane Gustafson, Tony McGee, Ron Vess, and Bill Alexander.

Calendar of Events

May 6, 1997
California Library Association 16th Annual Legislative Day. Sacramento Convention Center, Sacramento. Contact CLA Office: (916) 447-8541.

May 12-14, 1997
"School for Scanning: Preservation and Access in a Digital World." Conference presented by the Northeast Document Conservation Center. Berkeley Marina Marriott Hotel, Berkeley. Phone (508) 470-1010.

May 13-15, 1997
DB Expo '97. Moscone Center, San Francisco. Free exhibit passes available. Contact: (800) 2DB-EXPO. Fax registration (415) 966-8934. Web site: www.dbexpo.com.

May 13-15, 1997
One-Stop National Conference. One-Stop Career Center System, U.S. Dept. of Labor. Westin Bonaventure Hotel, Los Angeles. Phone: (800) 858-7743

May 19-22, 1997
Desktop Video Communications Conference & Exhibition. San Jose Convention Center, San Jose. Phone (800) 227-1234. Fax registration (630) 323-5324. Web site: http://www.bcr.com and select Conferences.

Jun. 17-19, 1997
Web Innovation. San Jose Convention Center. Contact: SoftbankForums (800) 953-4932. Web site: www.webinn.com.

Jun. 26-Jul. 2, 1997
ALA Annual Conference. Moscone Convention Center, San Francisco.

Jul. 26-Aug. 1, 1997
Syllabus 97: "Technology in the Curriculum." Sonoma State University, Rohnert Park. Contact: Phone (800) 773-0670, Fax (408) 746-2711, e-mail Syll97@syllabus.com. Web page: http://www.syllabus.com.

Oct. 1-3, 1997
The Greater Southern California Government, Business & Education Tech Expo. South Hall, Los Angeles Convention Center. Contact: Tech Expo News (800) 474-3976.

Oct. 15-17, 1997
"Learning Resources: A Dynamic Force for 2000 and Beyond," 20th National Learning Resources Conference, sponsored by LRACCC. Crowne Plaza Hotel, Los Angeles International Airport.

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